



Olive View-UCLA Medical Center
INTERMEDIATE CLERK
AMBULATORY SPECIAL PROCEDURES UNIT (ASPU)
0600-1430

Position Summary: We are seeking a highly motivated, energetic, customer friendly and responsible individual to provide clerical services for a busy unit.
This position reports directly to the unit's Supervising Staff Nurse (SSN-II).

Job Duties:

- Maintain patient medical records in a functional and orderly manner
- Schedule patients for procedures utilizing various electronic and paper systems
- Coordinates with various departments to ensure patients are approved for procedures
- Transcribes physician's orders, completing necessary forms, requisitions and communications with attention to detail and confidentiality.
- Assists area supervisor in dissemination/ tracking of unit staff requirements
- Admits/Registers, transfers, and discharges/dispositions patients and notifies appropriate departments within specified time limits.
- Coordinates all incoming and outgoing telephone calls in a courteous and helpful manner
- Demonstrates dependability and flexibility in meeting/scheduling needs of the unit including assisting other procedural nursing units.
- Strong verbal, written and telephone communication skills
- Ability to interact effectively with co-workers, physicians and patients
- Ability to multi-task
- Excellent customer service and strong problem solving skills
- Excellent organizational skills

Desirable Qualifications:

- Excellent customer service skills
- Excellent computer skills
- Strong organizational skills
- Punctual
- Able to handle multiple tasks simultaneously
- Able to work independently & with others
- Excellent interpersonal skills
- Bilingual (Spanish) preferred
- Knowledge of Word, Excel, ORSOS, and Affinity- Preferred

Please indicate the position and unit interested, along with your resume. **Applicant must currently be on the certified list for Intermediate Clerk, or currently occupying an Intermediate Clerk item.** Permanent Los Angeles County employees who are holding the payroll title of **Intermediate Clerk** should submit performance evaluations and attendance documentations for the past two years to:

Susanna Mortimer, RN: smortimer@dhs.lacounty.gov

Nurse Recruitment 2C206

14445 Olive View Dr.

Sylmar, CA 91342

Fax: (818) 364-3317

Not later than June 10, 2014

Subject to closure or extension without prior notice

EOE/Posted 06/02/2014.

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION